

Student visa - Decide application

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When to use

When you have completed your International Student Visa (ISV) assessment, and the application is ready to be decided

Role

- Immigration Officer

Guidelines

International Student via (ISV) applications are submitted online by the applicant and are assessed by an Immigration officer in ADEPT using application-based assessment. This means that all assessment activities generated within the application will be allocated to a single officer to assess

s 6(c)

Prerequisites

- An International Student via (ISV) application has been submitted by the applicant; and
- The application has been assigned to you to assess; and
- The application status is Under assessment; and
- You have completed your assessment of the application in line with SOP Student visa - Assess application

Steps

1. Ensure that the application is decision ready

If	Then
A quality check was requested	- Ensure that the Quality check has been completed (including any rework) - Check General Notes of the application for notes from the Technical Advisor
An RFI/PPI letter was sent to the applicant	Ensure the due date has passed before taking further action (If a response has been received before the due date and no concerns

	are present, proceed to the steps below) Check for any additional document activities or general notes that have been updated since the letter was sent
The application is approved in Principle (AIP)	- If the AIP due date has lapsed or the applicant has provided a response – the application will appear on the IO dashboard to be actioned - If the applicant requests an extension (before the due date) to meet the AIP conditions, consider their request before proceeding - Review the available information to determine if the AIP conditions are now met
A risk was identified that should be noted in a warning/alert	Ensure you add an appropriate warning/alert in both AMS and ADEPT if neither are present to address the risk ADEPT: See user guide for functional steps AMS: Follow Add Border Alerts or Branch Warnings to Clients in AMS <i>Note: If there is an existing warning/alert relating to the risk you have identified, ensure that the information is updated</i>
The application was placed on hold	Ensure you wait for the outcome before proceeding to the steps below <i>Note: Discuss with your manager if you are unsure</i>
A finalisation activity is present	Undertake further action to resolve finalisation criteria (see user guide for functional steps)
A RIG assessment activity was referred to the SAT team to address	- Ensure you wait for SAT to complete their assessment - Check the general notes of the application to review assessment notes and determine further action
None of the above apply	Go to Step 2

2. Determine further action

If	Then
The application is to be approved	- Confirm that the details held in the Student EP/Courses tab are correct (these details will be added into the visa conditions. Refer to Amend a Student EP/Course record on a student visa section of the user guide where appropriate) - Follow SOP Review and/or create visa conditions to ensure the correct conditions are applied Go to Step 3
The application is to be declined	Ensure the content in the decline letter has been drafted and reviewed Go to Step 4

3. Check for Licenced Immigration Advisor (LIA) related warnings/alerts in AMS and ADEPT (if applicable)

An LIA warning or alert may have been added since the application was submitted.

Follow [SOP Search a client in AMS](#) to locate the LIA record in AMS and check the Clt Alert tab for any active or relevant warnings that have been added since the application was submitted (see [IAC 16-01](#) Guidelines on AMS for alerts and warnings for further information)

If	Then
A new warning/alert is present	- Where immigration risk is identified, the Immigration Officer must consider whether the risk can be appropriately mitigated. - Refer to Resources section in the verification toolkit - See SOP – Managing information warnings to determine if referral to Risk & Verification is required. - Undertake further action to mitigate the warning before proceeding to Step 4 <i>Note: If there is an NPP warning present, follow the process to request the content of the warning through Risk & Verification</i>
No new warnings/alerts are present	Go to Step 4

4. Decide the application

- Consider whether instructions are met, and ensure all relevant considerations have been made
- If an RFI/PPI activity is present - Resolve all assessment concerns that are present (see user guide for functional steps)
- Proceed to decide the application

If	Then
The application is to be approved	Select Instructions met in the outcome field of the Student eligibility assessment activity (outcome summary tab) or RFI/PPI activity (if one is present). The system will proceed to approve the application and generate the e-visa. Once the application is finalised in the system it will no longer appear on your dashboard.
The application is to be declined	- Select Require further info in the outcome field of the Student eligibility assessment activity (outcome summary tab) and/or - Select Instructions not met in the outcome field of the RFI/PPI activity. - Follow steps in the user guide to Decline an application

END OF PROCESS

See Also

[Student visa processing in ADEPT](#)

[Student visa - Assess application](#)

[Assess a Request to create a new contact record](#)

RELEASED UNDER THE
OFFICIAL INFORMATION ACT