



## Pre-Enrolment Checklist

Student Name		Student ID	
Date of Birth		Mobile No	
Residential Address			
Email Address			
Course Code			
Course Name			

Verification of Student Documentation	
Section 1 - Enrolment	
Student Enrolment form ( <i>online or hard copy form</i> )	<input type="checkbox"/>
Letter of offer and Acceptance Agreement ( <i>Signed and received</i> )	<input type="checkbox"/>
Passport Copy	<input type="checkbox"/>
Student Visa Copy ( <i>If applicable</i> )	<input type="checkbox"/>
Genuine Student Requirement Assessment Form ( <i>Filled, signed and received</i> )	<input type="checkbox"/>
English Level Proficiency Documentation	<input type="checkbox"/>
Academic Qualifications ( <i>from previous studies</i> )	<input type="checkbox"/>
Recognition of Prior Learning ,Credit Transfer, Course Credit Application form ( <i>if applicable</i> )	<input type="checkbox"/>
Overseas Student Health Care (OSHC)	<input type="checkbox"/>
Financial Capacity Evidence ( <i>One year tuition fee + One year cost of living+ OSHC</i> )	<input type="checkbox"/>
Release letter from other institution ( <i>if applicable</i> )	<input type="checkbox"/>
Course Variation ( <i>if applicable</i> )	<input type="checkbox"/>
Section 2 - Payments	
Initial payment proof	<input type="checkbox"/>

Office Use Only			
Staff Name			
Signature		Date	