



## Pre-Orientation 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 (online or hard copy form)	<input type="checkbox"/>
Letter of offer and Acceptance Agreement	<input type="checkbox"/>
Confirmation of Enrolment (CoE)	<input type="checkbox"/>
Passport Copy	<input type="checkbox"/>
Student Visa Copy	<input type="checkbox"/>
Genuine Temporary Entry (GTE )Statement	<input type="checkbox"/>
English Level Proficiency Documentation	<input type="checkbox"/>
Academic Qualifications (from previous studies )	<input type="checkbox"/>
Recognition of Prior Learning ,Credit Transfer, Course Credit Application form (if applicable)	<input type="checkbox"/>
Overseas Student Health Care (OSHC)	<input type="checkbox"/>
Financial Capacity Evidence	<input type="checkbox"/>
Release letter from other institution (if applicable)	<input type="checkbox"/>
Course Variation (if applicable)	<input type="checkbox"/>
Section 2 - Payments	
Proof of payment	<input type="checkbox"/>

Office Use Only			
Staff Name			
Signature		Date	