

Pre-Enrolment Information Checklist International Students



Student Information			
Surname		Given Name	
Qualification Code			
Contact Number		E-mail	
Date of Birth		Agent Name	
Country of Birth			
IELTS / PTE Scores		Other Testing Test from the College	

Below are the documents required in order to assess a student's eligibility and before issuance of Letter of Offer

<input type="checkbox"/> Onshore Student		<input type="checkbox"/> Offshore Student	
Document	✓	Document	✓
Pre-enrolment interview Form	<input type="checkbox"/>	Pre-enrolment interview Form	<input type="checkbox"/>
Enrolment Application Form - International	<input type="checkbox"/>	Enrolment Application Form - International	<input type="checkbox"/>
GTE Application Form	<input type="checkbox"/>	GTE Application Form	<input type="checkbox"/>
Financial Declaration Form	<input type="checkbox"/>	Financial Declaration Form	<input type="checkbox"/>
Passport Copy – (notarised or certified true copy)	<input type="checkbox"/>	Passport Copy – (notarised or certified true copy)	<input type="checkbox"/>
Certificate of all qualifications (certified true copy) and all Academic Transcripts	<input type="checkbox"/>	Certificate of all qualifications (certified true copy) and all Academic Transcripts	<input type="checkbox"/>
English Proficiency Certificate (IELTS / PTE., etc) or Language Literacy and Numeracy Test	<input type="checkbox"/>	English Proficiency Certificate (IELTS / PTE., etc) or Language Literacy and Numeracy Test	<input type="checkbox"/>
Employment Reference Letter	<input type="checkbox"/>	Employment Reference Letter	<input type="checkbox"/>
Resume	<input type="checkbox"/>	Resume	<input type="checkbox"/>
Previous COEs if any	<input type="checkbox"/>		<input type="checkbox"/>
Visa Grant Paper	<input type="checkbox"/>	Visa Grant Paper	<input type="checkbox"/>
OSHC paid for duration	<input type="checkbox"/>	OSHC paid for duration	<input type="checkbox"/>
Release Letter if applicable	<input type="checkbox"/>		<input type="checkbox"/>

Before Issuance of COE	
Statement of Purpose	<input type="checkbox"/>
Signed Letter of Offer	<input type="checkbox"/>
Payment Receipt	<input type="checkbox"/>

Processed by:	Staff Name	
	Signature	
	Date	