

Overseas Student Application Checklist

Applicant / Student Reference #:		Nationality:	
Full Name:			
Course / Qualification:		Intake Data:	
Education Agent:		Application Type:	Onshore / Offshore

Applicant Details:	Yes / No / N/A	Document
Are all required sections on an Application Form complete and correctly filled?		
Is applicant over 18 years of age?		
Is a copy of the applicant's Passport provided? Ensure Name, passport number and date of birth matches with information provided in Application Form.		
Does the applicant have a current Australian visa? Is a copy of current visa provided?		
If the applicant has a current Australian visa a student visa?		
Fill this section ONLY if applicant holds a current student visa	Yes / No / N/A	
Evidence of previous/current study in Australia provided?		
Has the applicant completed 6 months in a principal course?		
If no, has a release letter from current or principal course provider been provided as required?		
Entry Requirements	Yes / No / N/A	
Evidence of academic entry requirements provided?		
Evidence of English entry requirements provided?		

Transcripts, certificates of relevant previous studies provided?		
Has an applicant applied for RPL?		
If yes, has the RPL request been processed		
Has an applicant applied for Credit Transfer?		
If yes, has the CT request been processed		
Other	Yes / No / N/A	
Does the applicant require airport pick up?		
Does the applicant require accommodation arrangement assistance?		

Review of the application		
Is the application complete?	Yes / No	
Application assessed by:	Name:	
	Date:	
	Signature:	

For successful applications only confirm:	Yes / No / N/A
Letter of Offer and Student Agreement issued	
Letter of Offer and Student Agreement accepted	
Conditions of the offer fulfilled	
Proof of initial payment received as per the letter of Offer	
Confirmation of Enrolment issued	
All documentation files and saved	