

STUDENT FILE CHECKLIST

STUDENT DETAILS			
Student Name: <input style="width: 80%;" type="text"/>		Student ID: <input style="width: 20%;" type="text"/>	
Address: <input style="width: 100%;" type="text"/>			
Emergency Contact Name: <input style="width: 80%;" type="text"/>		Emergency Contact Number: <input style="width: 20%;" type="text"/>	
Email: <input style="width: 80%;" type="text"/>		Mobile No: <input style="width: 20%;" type="text"/>	
CAMPUS	MELBOURNE	ADELAIDE	

COURSE ENROLMENT (According to new Coe's)			
Qualification Code and Name: <input style="width: 80%;" type="text"/>			
Start Date: <input style="width: 40%;" type="text"/>		End Date: <input style="width: 40%;" type="text"/>	
Qualification Code and Name: <input style="width: 80%;" type="text"/>			
Start Date: <input style="width: 40%;" type="text"/>		End Date: <input style="width: 40%;" type="text"/>	
Qualification Code and Name: <input style="width: 80%;" type="text"/>			
Start Date: <input style="width: 40%;" type="text"/>		End Date: <input style="width: 40%;" type="text"/>	
Qualification Code and Name: <input style="width: 80%;" type="text"/>			
Start Date: <input style="width: 40%;" type="text"/>		End Date: <input style="width: 40%;" type="text"/>	

DOCUMENT CHECKLIST			
Section 1- Enrolment Documents	Received	Pending	Sighted
International student Application Form			
Passport			
Overseas Health Insurance			
IELTS or PTE or English Placement Test or any other form			
Overseas qualification			
Australian Education Document			
Visa			
Previous Institute Coe's (If any)			
Credit Transfer Request Application			
USI Transcript			
Signed Offer Letter			
Payment Plan			
VSA Confirmation of Enrolment (COE)			

Section 2- Orientation Documents			
Orientation Forms	<input style="width: 80%;" type="text"/>		
Copy of Student ID	<input style="width: 80%;" type="text"/>		
Marketing Consent Form	<input style="width: 80%;" type="text"/>		
LLN Test report	<input style="width: 80%;" type="text"/>		
Pre-Training Review Form	<input style="width: 80%;" type="text"/>		
Timetable	<input style="width: 80%;" type="text"/>		

Section 3- Additional Documents			
Deferment documents (if any)	<input style="width: 80%;" type="text"/>		
Change of Student Details Form	<input style="width: 80%;" type="text"/>		
Document Request Form	<input style="width: 80%;" type="text"/>		
Any letters Issued	<input style="width: 80%;" type="text"/>		
Qualification Issued	<input style="width: 80%;" type="text"/>		

Filed Prepared by:

Signature: