

Check list for Admissions at AEA

To be filled by Agent/Student

Name of the Student: Date of birth:

Offer letter ID/ Student ID:/.....

Student enrolling in person Student through Agent.

If through Agent; Name of the Agent

Contact phone Number.....E mail:

- If student enrolls in person, then the following original documents are required to be sighted by the AEA Admissions officer and get the copies attested.
- Where this is not possible such as when the student is overseas, then the original Passport/IELTS Scorecard/Certificates etc. have to be attested/Notarized and sent as scanned copies either by email or by post.
- If student enrolls via an agent, then the agent will have to certify the copies of the original documents, on behalf of AEA.

Sr. No	Details	Original Sighted
1	Application form filled properly and signed by the student	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Australian equivalent Year 10(for Cert III), Year 11(for Cert IV) and Year 12 (for Dip & Adv Dip or higher qualification is submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	English test type (tick the appropriate box) <input type="checkbox"/> None <input type="checkbox"/> Test of English as a Foreign Language (TOEFL) <input type="checkbox"/> International English Language Testing System (IELTS) <input type="checkbox"/> Cambridge English: Advanced (CAE) <input type="checkbox"/> Pearson Test of English (PTE) Academic Other:Score: The test scores have to be current and valid (2 Years validity for Academic Purposes).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Reason.....
4	Previous study testamurs and transcript (if any) such as Degrees, diplomas, certificates) including Australian Qualification/s	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5	<ul style="list-style-type: none"> • Past/Current/future eCoE(s) • all cancelled CoEs, if any • Communication to state that he/she has been released from the previous RTO 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6	• Are you enrolling in concurrent studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7	• If enrolling in concurrent studies are you enrolling in similar courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Does the student meet the course requirement,	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Are there any documents which are not in English? If any of the documents are not in English, a translation copy is submitted *	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Passport pages with clear visible photo & signature	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Visa / e-Visa Type of Visa	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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11	If student requires CT, a RPL/CT application form is submitted. If there are change of elective units, send it to Academics for processing. Once the CT is processed by academics, send to the administration manager for fees and duration	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
12	OSHC	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Any other documents submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	If offshore, student submitted a CV and filled in a Genuine Temporary Entrant (GTE) form. This is mandatory for the issue of CoE(s). <input type="checkbox"/> Statement of Purpose	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Interview to check suitability. Suitable	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Translations of Testimonials – if the testimonials are in a language other than English, then a translation of the testimonials into English language by an accredited translator (NAATI; National Accreditation Authority for Translators and Interpreters for Australia or any other nationally recognized agency from the country of issue of the testimonials) is required. Offer letters may still be issued pending the documents, but CoE's will not be issued.

Student will be contacted by phone/Skype and a phone/Skype interview will be held to check the suitability of the student for the course(s) applied.

Signature of the Agent/representative: Date:

For Office Use Only
Check List for Creating CoE(s)

<input type="checkbox"/>	All the above documents
<input type="checkbox"/>	Acceptance agreement is signed
<input type="checkbox"/>	E-vevo print out to confirm Study rights (For onshore students only)
<input type="checkbox"/>	English language test (If English test type is None)
<input type="checkbox"/>	Have all the required documents been received to meet the condition (if any)
<input type="checkbox"/>	Has the Initial payment been made?
<input type="checkbox"/>	Have the credit transfers been done? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
	Create the profile in SMS and the course offers <ul style="list-style-type: none"> • if any supporting documents missing issue a conditional offer • if everything satisfied issue a full offer
Remarks if any:	

Signature of the Admissions Officer: Date:

CoE(s) issued: (Course)..... CoE number:
(Course)..... CoE number:
(Course)..... CoE number:
(Course)..... CoE number:

Name of person creating the CoE's:

Signature: Date:

Orientation date: Communicated: Yes No