

# Student Application & Admission Checklist

Student Name: \_\_\_\_\_

Reference No.: \_\_\_\_\_

Action	Please tick (✓ or x)	Comments/Follow up
<b>A. Application Documents</b>		
Student file created	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Fully completed application form received	<input type="checkbox"/> Y <input type="checkbox"/> N	
PTR is completed on the application form	<input type="checkbox"/> Y <input type="checkbox"/> N	
Certified academic qualification and transcripts received		
Australian qualification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Home country qualification	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
English Language evidence received		
IELTS/PTE results received	<input type="checkbox"/> Y <input type="checkbox"/> N	
Other Evidence eg ELICOS/placement	<input type="checkbox"/> Y <input type="checkbox"/> N	
Copy of visa and/or passport received	<input type="checkbox"/> Y <input type="checkbox"/> N	
VEVO checked	<input type="checkbox"/> Y <input type="checkbox"/> N	
Visa category assessed	<input type="checkbox"/> Y <input type="checkbox"/> N	
Copy of Past/current COE received	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
GTE completed, if Offshore student	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Other documents (certified & translated if not in English)	<input type="checkbox"/> Y <input type="checkbox"/> N	
<i>Checked by:</i>		
<b>B. Application Assessment /Screening</b>		
Application form signed and dated by the student	<input type="checkbox"/> Y <input type="checkbox"/> N	
Age requirements assessed	<input type="checkbox"/> Y <input type="checkbox"/> N	
Academic requirements assessed	<input type="checkbox"/> Y <input type="checkbox"/> N	
English requirements assessed	<input type="checkbox"/> Y <input type="checkbox"/> N	
GTE assessed if Offshore student	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Student Interviewed/PTR Assessed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
LLN undertaken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Stat dec for concurrent COE received	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
<i>Assessed by:</i>		
<b>C. Onshore transferring students</b>		
Student requires Letter of Release	<input type="checkbox"/> Y <input type="checkbox"/> N	
Evidence of cancellation of enrolment	<input type="checkbox"/> Y <input type="checkbox"/> N	
Certified transcript received	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Credit transfer applied and processed	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Duration of course and course determined after CT	<input type="checkbox"/> Y <input type="checkbox"/> N	
<i>Checked by:</i>		

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Action	Please tick (✓ or x)	Comments/Follow up
<b>D. If credit transfer to be applied,</b>		
Application for Credit Transfer received	<input type="checkbox"/> Y <input type="checkbox"/> N	
Credit transfer applied	<input type="checkbox"/> Y <input type="checkbox"/> N	
Qualification/SOA verified	<input type="checkbox"/> Y <input type="checkbox"/> N	
<i>Credit transfer approved by:</i>		
<b>E. Grant of admission</b>		
All documents indicated above (A-D) received	<input type="checkbox"/> Y <input type="checkbox"/> N	
Intake Date & Duration determined	<input type="checkbox"/> Y <input type="checkbox"/> N	
Admission to the Course/s Approved	<input type="checkbox"/> Y <input type="checkbox"/> N	
Letter of Offer/ Student Agreement created	<input type="checkbox"/> Y <input type="checkbox"/> N	
Letter of Offer sent to the student/agent via VETRAK	<input type="checkbox"/> Y <input type="checkbox"/> N	
<i>Offer Created by &amp; Date:</i>		
<b>F. Issuance of COE</b>		
Signed Offer letter/Student Agreement received	<input type="checkbox"/> Y <input type="checkbox"/> N	
All above documentation received	<input type="checkbox"/> Y <input type="checkbox"/> N	
Initial deposit/payment received & Receipted	<input type="checkbox"/> Y <input type="checkbox"/> N	
OSHC verified or OSHC payment confirmed	<input type="checkbox"/> Y <input type="checkbox"/> N	
COE created in PRISMS	<input type="checkbox"/> Y <input type="checkbox"/> N	
Student No. Assigned	<input type="checkbox"/> Y <input type="checkbox"/> N	Student No:
COE sent to student/agent	<input type="checkbox"/> Y <input type="checkbox"/> N	
<i>COE issued by &amp; Date:</i>		
VSN (if ≤ 24 year old) and/or USI Created/Verified	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
VETRAK records updated	<input type="checkbox"/> Y <input type="checkbox"/> N	
Orientation & Enrolment date notified	<input type="checkbox"/> Y <input type="checkbox"/> N	
<b>G. Orientation &amp; Enrolment</b>		
Orientation Checklist completed	<input type="checkbox"/> Y <input type="checkbox"/> N	
LLN undertaken, if not undertake before issuing COE	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Student Enrolment form completed	<input type="checkbox"/> Y <input type="checkbox"/> N	
Uniform measurement taken	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	
Student timetable provided	<input type="checkbox"/> Y <input type="checkbox"/> N	
VETRAK records updated	<input type="checkbox"/> Y <input type="checkbox"/> N	
Commencement/ Non-Commencement Notified in PRISMS	<input type="checkbox"/> Y <input type="checkbox"/> N	
<b>H. Comments/Notes</b>		