



Pre- Enrolment Checklist

Application Name:

Contact No.:

Address:

Applied Course:

Date Application Received:

Application Received from: (Student or Agent)

Applicants following documents are required to be checked and all supporting documents should be attached in student file.

| List of Documents | Received (Y/N) |
|---|----------------|
| Complete Application for Enrolment Form | |
| Passport Copy | |
| Certified copy of Completion of Year 12 or other equivalent qualification/s | |
| English Proficiency | |
| Certified copy of Relevant certification/ Qualification/s (If any) | |
| GTE Application | |
| Statement of Purpose | |
| Resume/ CV (if any) | |
| Health Insurance Cover (Optional) | |

Note: If above supporting documents are insufficient or incomplete to proceed the application will be sent back to the applicant/ agent for completion or will be rejected.

| CHECKED BY | | | |
|------------------|--|-------------------|--|
| NAME: | | DATE: | |
| POSITION: | | SIGNATURE: | |