Australian Tertiary Institute

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:**	

Version: 002
Responsibility: Compliance & CEO
Approved on: 02 February 2024
Next review: 01 February 2025

Campus: All
RTO No: 45365
CRICOS No: 03691K

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