# STUDENT ENROLMENT CHECKLIST

This form is to be completed when enrolling international students.

## Student Details

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
</tr>
</thead>
</table>

## Course

- BSB40215 - Certificate IV Business
- BSB50215 - Diploma of Business
- BSB60215 - Advanced Diploma of Business
- BSB51915 Diploma of Leadership and Management
- BSB61015 Advanced Diploma of Leadership and Management
- CPC50308 - Diploma of Building and Construction (Management)
- ICT40115 - Certificate IV in Information Technology
- ICT50115 - Diploma of Information Technology
- BSB51215 - Diploma of Marketing
- BSB60515 - Advanced Diploma of Marketing
- SIT30613 Certificate III in Commercial Cookery
- SIT40413 Certificate IV in Commercial Cookery
- SIT50313 Diploma of Hospitality
- SIT60313 Advanced Diploma of Hospitality

## Application Form

- Yes

## Letter of Offer issued

- Yes

## Formal Acceptance and Agreement

- Yes

## Passport copy

- Yes

## Visa copy

- Yes

## Copy of IELTS results

- Yes

## "Australian Qualification (If the student doesn't have IELTS results)"

- Yes

## Copy of High School Qualification (Year 11 for Cert III & Year 11 for Diploma)

- Yes

## OSHC

- Yes

## Enrolment Fee Receipt issued

- Yes

## Fee Agreement

- Yes

## Copy of issued ECOE

- Yes

## Student Data Base updated

- Yes

## USI

- Yes

## Orientation Feedback Form

- Yes

## Pre-Training Review

- Yes

## Internal Learning Style Assessment

- Yes

## Credit Transfer Form (If applicable)

- Yes

## Stakeholders Review Form

- Yes

## Admissions Feedback Form

- Yes

* presented by the student, both IELTS and High School Certificate are not required

## Verified by:

<table>
<thead>
<tr>
<th>Signature:</th>
</tr>
</thead>
</table>

## Comments

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This form is to be kept in the students file.

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Australia National Institute of Business Pty. Ltd.  
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