

International Student File Checklist

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|---|-------------------------------------|---|----------------------------|
| Student Name: | | Student ID: | |
| Course enrolled: | | | |
| Student Australian current contact details: | | Address: | |
| Phone No: | | Email: | |
| Student next of kin for emergencies: | | | |
| Offshore next of kin for emergencies: | | | |
| Passport details and expiry date: | | Student visa type and expiry date: | |
| OSHC Details & expiry date: | | Date of Orientation: | |
| <u>Type of Document</u> | <input checked="" type="checkbox"/> | <u>Date file updated</u> | <u>Staff Member</u> |
| Application for Admission Form | | | |
| USI | | | |
| Academic history <i>(certified copies of reports/certificates, etc)</i> | | | |
| Evidence of English Proficiency eg IELTS, TOEFL, PTE or Equivalent <i>(ensure test is current)</i> | | | |
| Copy of Student Passport and Number <i>(ID pages only)</i> | | | |
| Visa details either from passport or VEVO – <i>make sure they are on international student visa</i> | | | |
| Evidence of Overseas Student Health Cover <i>(ensure it is current)</i> | | | |
| Evidence of the entry requirements procedure being followed <i>(evidence of assessing and approving the decision to make an offer if they have met all entry requirements)</i> | | | |
| Financial records <i>(payment records attached to signed student enrolment agreement)</i> | | | |
| Letter of Offer / Written Agreement <i>(must be signed and dated prior or at the same time as payment is made OR evidence if payment was received early that it was not processed until SIIT received the signed agreement including all related correspondence.)</i> | | | |
| Letter of Refusal <i>(if applicable)</i> | | | |
| Confirmation of Enrolment – ALL <i>(cross out old CoE's to make it clear they are not current and file in order with cancelled on bottom)</i> | | | |
| Student Registration Form | | | |

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| Payment Instalment Plan and Record <i>(if applicable)</i> | | | |
| Complaints and Appeals <i>(when and if applicable)</i> | | | |
| Attendance Records <i>(reminder and warning letters, intention to report)</i> | | | |
| Evidence of Academic Progress & Intervention Strategies (if any) <i>(warning letters, intention to report)</i> | | | |
| Medical Certificates (If relevant) to support absences | | | |
| Copies of any correspondence in relation to warnings or counselling <i>(as applicable)</i> | | | |
| Evidence SIIT has reminded students to advise of changes to address, phone and email details at least every 6 months. | | | |
| RPL / Course Credit Details <i>(if applicable)</i> | | | |
| Critical Incidents <i>(if applicable)</i> | | | |
| Other Student Communication Notes | | | |
| Course Variations <i>(if applicable)</i> | | | |
| Release <i>(if applicable – transferring out students – letter of offer from new provider to be kept and attached to release records and assessment of transfer. Ensure student is released in PRISMS.</i> | | | |
| Deferment/Suspension/Cancellation details and evidence <i>(if applicable)</i> | | | |
| Refund applications/process/outcomes <i>(if applicable)</i> | | | |
| Completion Letter | | | |
| Certificate & Statement of Attainment (copy) | | | |
| Student records review 1 / Date: | | Comments: | |
| Student records review 2 / Date: | | Comments: | |
| Student records review 3 / Date: | | Comments: | |
| Student records archived / Date: | | Comments: | |
| File Completed by: (Staff Name, Signature & Date) | | | |
| <p>Note: All documents that require signatures MUST be signed and dated and a copy kept in hard or electronic version.</p> <p>Remember! <u>Education Agents are not authorised to sign on behalf of a student.</u></p> <p>Recommendation: Student file can be broken into different categories eg: pre-enrolment, finance, CoE's, academic records, correspondence, complaints, etc).</p> | | | |