

ACMi Pre-enrolment Checklist

Student Name: _____

College ID number: _____

Agent (if required): _____

Application Form		YES	NO
1	Student's contact details		
2	Agent contact details		
3	OSHC (if applicable)		
4	Student initial and signature		
Student Documents		YES	NO
1	Student's Passport (to ensure that it is not expired)		
2	English proficiency evidence (to verify authenticity of results)		
3	Academic Transcripts & Certificates (Overseas or local-English translated)		
4	Completion of Australian Year 12 or equivalent		
5	ID card (to verify current address)		
6	Current CV (Full name, current address, email, mobile number and qualification)		
7	GTE Form/SOP		
8	The financial capacity written statement that students can manage and afford		
9	Signed Enrolment Form (same as passport signature)		
10	Payment receipt (according to initial payment)		

