



# Hays International College

CRICOS Number: 02790D

Provider Number: 21838

## STUDENT ORIENTATION CHECKLIST

(THIS CHECKLIST NEEDS TO BE COMPLETED BY HAYS INTERNATIONAL COLLEGE STAFF & STUDENT)

**Student Name** : \_\_\_\_\_

**Student ID** : \_\_\_\_\_

Item	Description	Please place ✓ once completed
1.	Commencement Form	
2.	Student Consent Form	
3.	Student Excursion Indemnity Form	
4.	Student Contact Details Form	
5.	Student Feedback form for Agent	
6.	Certification of documents	
7.	Student ID Card	
8.	OSHC- checked with student- copy made for file	
9.	Visa Notification Letter – Copy collected from the student	
10.	Unique Student Identifier (USI) collected from student	
11.	LLN Placement Test	
12.	HIC Student Handbook	

**Orientation completed on** ...../...../.....

**Student signature:** .....

**Staff signature:** .....