



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 <input type="checkbox"/> once completed
1.	Commencement Form	
2.	NCVER Demographics	
3.	Student Consent Form	
4.	Student Excursion Indemnity Form	
5.	Student Contact Details Form	
6.	Student Feedback form for Agent	
7.	Certification of documents	
8.	Student ID Card	
9.	OSHC- checked with student- copy made for file	
10.	Visa Notification Letter – Copy collected from the student	
11.	Unique Student Identifier (USI) collected from student	
12.	LLN Placement Test	
13.	HIC Student Handbook	

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

Student signature:

Staff signature: