



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 with Unique Student Identifier (USI)	
2.	Visa Notification Letter	
3.	LLN Placement Test	
4.	Student Consent Form	
5.	Student Excursion Indemnity Form	
6.	Student Contact Details Form	
7.	Enrolment Application Form- all required sections signed by student	
8.	Certified copies of qualifications and transcripts	
9.	Certified copy of passport	
10	Certified copy of IELTS or equivalent	
11	Student ID photo taken	
12	Certified copy of current OSHC	
13	Letter of Offer	
14	Enrolment Agreement and Payment Plan	
15	Copy of CoE issued by HIC	
16	Student Agent Feedback Form	
17	HIC Student Handbook	

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

Student signature:

Staff signature: