



STUDENT DETAILS	
Student Name:	Student ID:
Address:	
Emergency Contact Name:	Emergency Contact Number:
Email:	Mobile No:

COURSE ENROLMENT (According to new Coe's)	
Qualification Code and Name:	
Start Date:	End Date
Qualification Code and Name	
Start Date	End Date
Qualification Code and Name	
Start Date	End Date
Qualification Code and Name	
Start Date	End Date

DOCUMENT CHECKLIST			
Section 1- Enrolment Documents	Received	Pending	Sighted
International student Application Form			
Passport			
Overseas Health Insurance			
IELTS or PTE or English Placement Test or any other form			
Overseas qualification			
Australian Education Document			
Visa			
Previous Institute Coe's (If any)			
Credit Transfer Request Application			
USI Transcript			
Signed Offer Letter			
Payment Plan			
MCBT Confirmation of Enrolment (COE)			

Section 2- Orientation Documents
Orientation Forms
Copy of Student ID
Marketing Consent Form
LLN Test report
Pre-Training Review Form
Timetable

Section 3- Additional Documents
Deferral documents (if any)
Change of Student Details Form
Document Request Form
Any letters Issued
Qualification Issued

Filed Prepared by: - .....

Signature: - .....